

## HRMS Organizational Management

### Update Organizational Unit Name

The Organizational Management (OM) Processor and Personnel Administration (PA) Processor use this procedure to update an Organizational Unit's Name using transaction code PO10.

### IMPORTANT-PLEASE READ!!

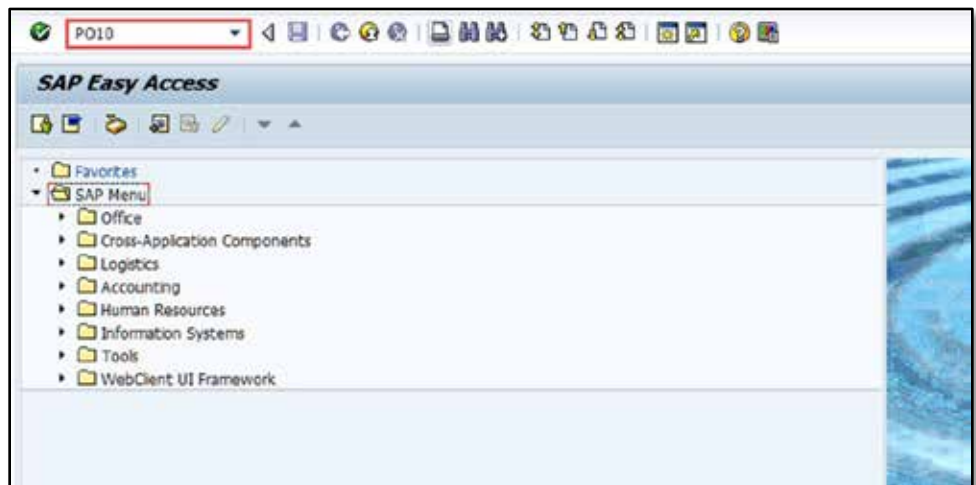
- This procedure may require a hand-off to another role (PA Processor) depending on the structure of your agency and your role at your agency.
- A name change to an Organizational Unit requires the PA Processor to create a new *Organizational Assignment* (0001) infotype.

**IMPORTANT!** If you are the *Organizational Management Processor*, begin here. If you are the *PA Processor*, skip to step 12.



1. Enter transaction code **"PO10"** in the Command field and press **Enter**,

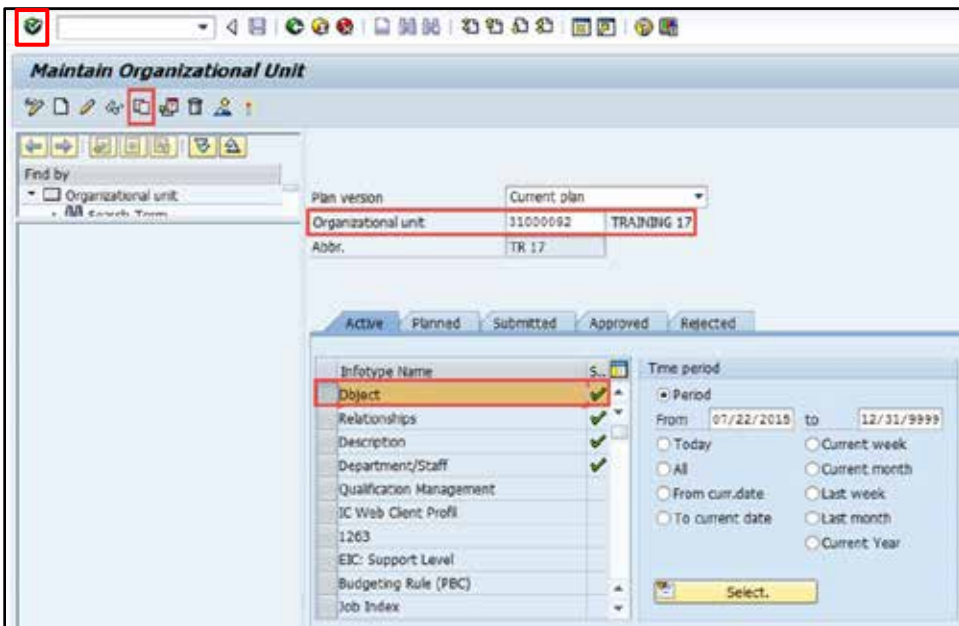
**OR**



Follow the menu tree:  
*Human Resources*→  
*Organizational Management*→  
*Expert Mode*→  
*Organizational Unit*

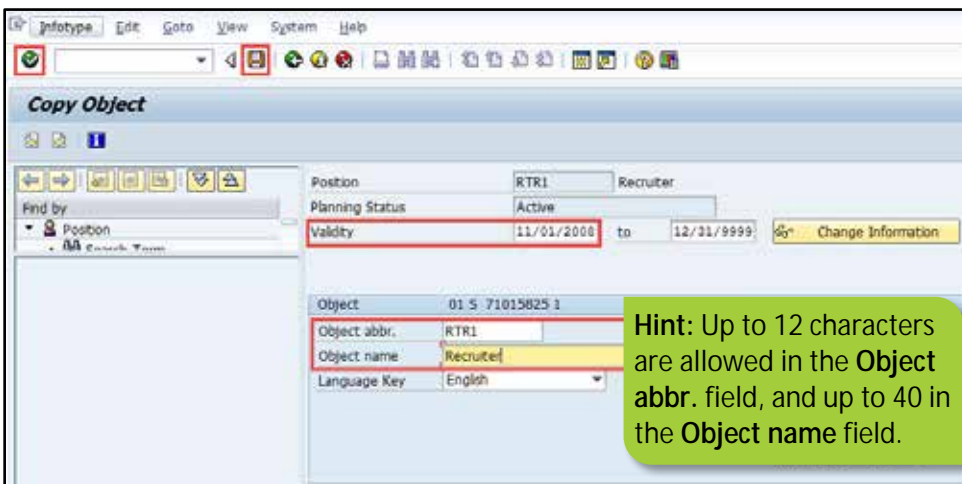


## Update Organizational Unit Name (cont.)

2. Complete the **Organizational unit** field.
3. Click  **Enter**.
4. Click the box to the left of **Object**.
5. Click  **Copy**.



6. Enter the start date in the **Validity** field. End date defaults to 12/31/9999.
7. Enter the abbreviation of the Organizational Unit name in the **Object abbr.** field (agency-specific).
8. Enter the name of the Organizational Unit in the **Object name** field (agency-specific).
9. Click  **Enter**.
10. Click  **Save**.
11. Click **Yes** to save.



Hint: Up to 12 characters are allowed in the **Object abbr.** field, and up to 40 in the **Object name** field.



**Important:** If you do not select "Yes" on this screen, the record will be deleted and no record will be stored.

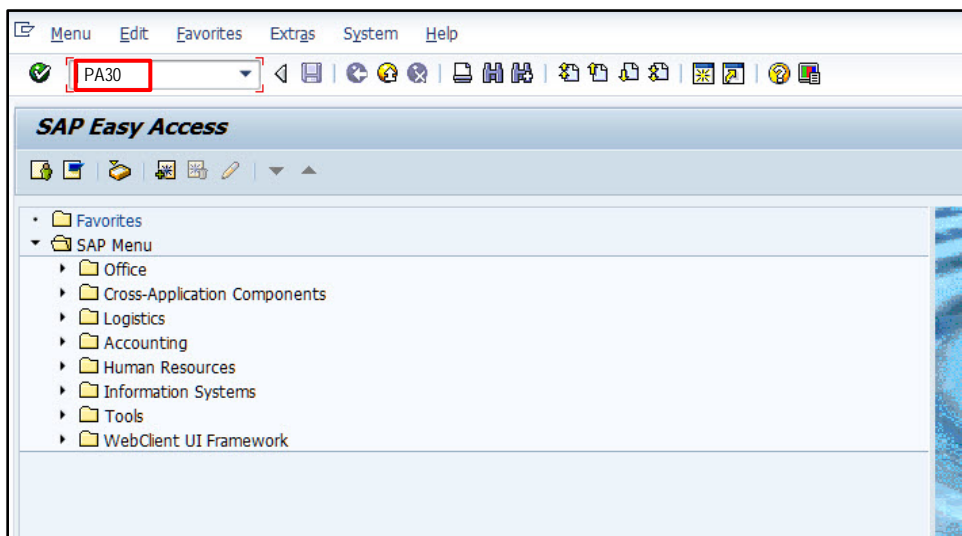
This marks the end of the transaction for the **Organizational Management (OM) Processor**. After saving, pass the Position Information to the **Personnel Administration (PA) Processor**, who will continue the transaction. If you are the **OM Processor** also performing the **PA Processor** role, continue the transaction.

## Update Organizational Unit Name (cont.)

**IMPORTANT!** The following steps are performed by the **PA Processor**.

12. Enter transaction code **"PA30"** in the Command field and press **Enter**,  
**OR**

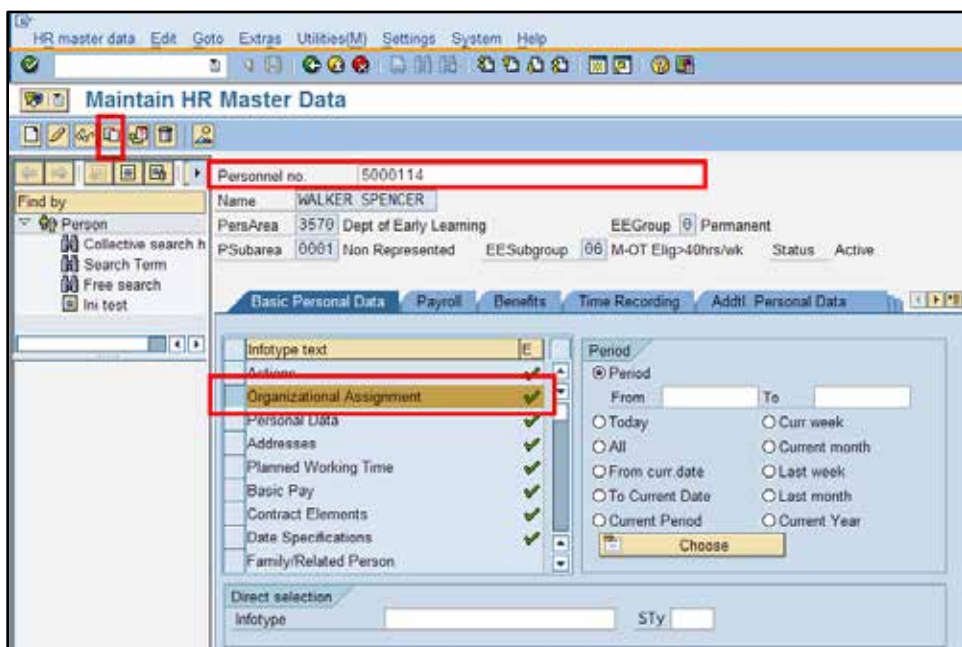
Follow the menu tree:  
*Human Resources*→  
*Organizational*  
*Management*→ *Expert*  
*Mode*→ *Organizational Unit*



13. Enter the employee's **Personnel no.**

14. Click the box to the left of **Organizational Assignment**.

15. Click  **Copy**.





## Update Organizational Unit Name (cont.)

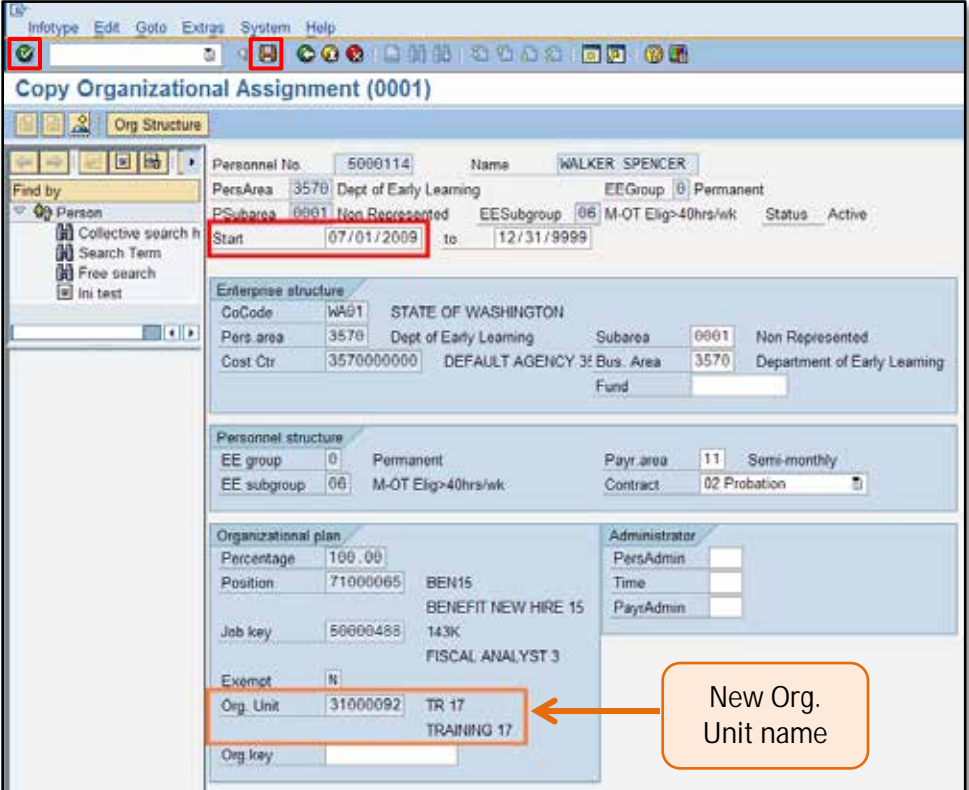
16. Enter the **Start** date of the record.

17. Click  **Enter**.



18. Click  **Save**.

The new Organizational Unit name will display after the entry is saved.

This completes the transaction to Update an Organizational Unit Name.



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**Copy Organizational Assignment (0001)**

**Org Structure**

Find by: Person

Collective search h  
Search Term  
Free search  
Ini test

Personnel No. 5000114 Name WALKER, SPENCER

PersArea 3570 Dept of Early Learning EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 07/01/2009 to 12/31/9999

**Enterprise structure**

CoCode WAG1 STATE OF WASHINGTON

Pers area 3570 Dept of Early Learning Subarea 0001 Non Represented

Cost Ctr 3570000000 DEFAULT AGENCY 3: Bus. Area 3570 Department of Early Learning

Fund

**Personnel structure**

EE group 0 Permanent Payr area 11 Semi-monthly

EE subgroup 06 M-OT Elig>40hrs/wk Contract 02 Probation

**Organizational plan**

Percentage 100.00

Position 71000065 BEN15

Job key 50000488 BENEFIT NEW HIRE 15

Exempt N 143K

Org. Unit 31000092 TR 17 FISCAL ANALYST 3

Org key TRAINING 17

**Administrator**

PersAdmin

Time

PayrAdmin

New Org. Unit name